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| **新人訓練紀錄單** | | | | | | |
| **填寫日期\*：** | | | | | | |
| **新人姓名\*** | |  | | **新人所屬部門\*** |  | |
| **新人職稱\*** | |  | | **訓練日期\*** |  | |
| **課程說明** | | | | | | |
| **項目** | **課程主題** | | **課程內容** | | | **訓練講師** |
|  |  | |  | | |  |